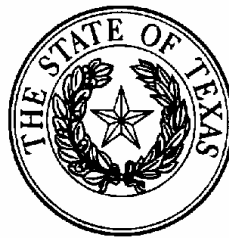


Texas Fund for Geography Education Grant Application

**Supported by investment proceeds from the
Texas Legislature and the National Geographic Society**

**Postmark Deadline for Applications
No Later Than**

October 15, 2003



Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711-2788

Published August 2003

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Coordinating Board Mission

The mission of the Texas Higher Education Coordinating Board is to provide the Legislature advice and comprehensive planning capability for higher education, to coordinate the effective delivery of higher education, to administer efficiently assigned statewide programs, and to advance higher education for the people of Texas.

THECB Strategic Plan

Coordinating Board Philosophy

The Texas Higher Education Coordinating Board will promote access to quality higher education across the state with the conviction that access without quality is mediocrity and that quality without access is unacceptable. The Board will be open, ethical, responsive, and committed to public service. The Board will approach its work with a sense of purpose and responsibility to the people of Texas and is committed to the best use of public monies.

THECB Strategic Plan

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services.

Proposal Application, Instructions, and Forms

Texas Fund for Geography Education

	<u>Pages</u>
I. Summary of Request for Proposals for the Texas Fund for Geography Education.....	1-2
Program Overview	
Program Schedule	
II. Instructions.....	3-9
Definitions of Key Terms	
Document Format and Submission Standards	
Funding Restrictions	
Budget Restrictions	
Other Grant Restrictions/Conditions	
Partnerships	
Instructions For Completing the Application Forms	
III. Evaluation of Proposals.....	10
General Selection Criteria	
Three-Step Grant Award Process	
<u>Appendices</u>	11-16
Texas Education Code 61.944 - 61.945	
Texas Administrative Code, Title 19, Part 1, Chapter 13, Subchapter J, Rules 13.180 – 13.185	
Application Forms 1-3	

Summary of Request for Proposals for the Texas Fund for Geography Education

This packet contains instructions and forms for submitting a proposal to the Texas Fund for Geography Grant Program. To be eligible for an award, institutions must submit applications to the Texas Fund for Geography Education Advisory Committee as specified in these instructions. Proposals must be submitted in writing and electronically.

Electronic copies of these instructions and forms may be found at the Committee's website at <http://www.thecb.state.tx.us/reports/html/0626.htm>.

Program Overview

Name	Texas Fund for Geography Education
Purpose	To provide funding to eligible institutions of higher education to support geography education within the state and to improve geography literacy in the K-12 environment.
Authority	Texas Education Code, 61.944 – 61.945; Texas Administrative Code, Title 19, Part 1, Chapter 13, Subchapter J, Rules 13.180 – 13.187. See appendices.
Eligible Institutions	Public and independent institutions of higher education as defined in Texas Education Code, §61.003 shall be able to compete for grants.
Eligible Projects	New or existing initiatives designed to improve the quality of geography education in the Texas K-12 environment. Collaborative efforts between public / independent institutions of higher education in Texas and a K-12 partner. The latter may include, but not be limited to, school district(s), individual schools/teachers, regional education service center(s), public and private entities.
General Selection Criteria	Competitive. Designed to award grants that provide the best overall value to the state. Selection criteria shall be based primarily on project quality, cost, and impact the project will have on enhancing geography education in the K-12 environment.
Available Funds	\$100,000 for CY 2004.
Grant Award	Minimum: none. Maximum: \$100,000.
Grant Period	One-year grants from January 1, 2004 to December 31, 2004.
Grant Disbursement	In a single payment, as soon as possible after the awards are made.

Carryover Funds	Unencumbered funds may not carry over beyond the grant period unless specifically authorized by the Coordinating Board's Assistant Commissioner for Finance, Campus Planning, and Research.
Application Deadline	Applications must be postmarked (or otherwise dated for overnight delivery) by October 15, 2003, or hand-delivered to the Coordinating Board's office by 5:00 p.m., October 15, 2003. Applications must also be received electronically by 5:00 p.m., October 15, 2003. E-mail applications to: jeffrey.phelps@thecb.state.tx.us
More Information	Contact Mr. Jeffrey Phelps, Director of Finance, Finance, Campus Planning and Research Division, at 512/427-6139, or by e-mail at jeffrey.phelps@thecb.state.tx.us .

Program Schedule

October 15, 2003	Proposals are due.
November 3, 2003	Recommendations are made to the National Geographic Society.
November 11, 2003	Proposals are awarded by the National Geographic Society.
November 18, 2003	Award letters are sent.
December 1, 2003	Grantee(s) sign award contracts.

Instructions

Definitions of Key Terms

Committee -- The Texas Fund for Geography Education Advisory Committee.

Eligible or grantee institution -- A public or private four-year general academic institution as defined in Texas Education Code, §61.003 shall be able to compete for grants.

Grant period -- The period that is funded by the grant. The grant period is from January 1, 2004 to December 31, 2004.

Project director -- The principal educator responsible for the implementation and oversight of the proposed project. The person shall be a faculty member at an eligible institution. One additional co-project director may be named from the eligible institution if the person meets eligibility requirements and shares responsibility for the project.

Document Format and Submission Standards

Writing Style	Write clearly and concisely. Proposals should not exceed five (5) pages. Spell out terms the first time used, with the abbreviations following in parentheses.
Format	Use 8 1/2 x 11 white paper with 12-point type. Stay within the margins on form pages. Adhere to page limits under Instructions For Completing the Application Forms , pages 6-8. Staple all pages of the application in the upper left corner.
Copies	Submit one (1) signed original and one (1) electronic copy of each application.
Number of Submissions	An eligible institution may submit two (2) applications for the CY 2004 grants competition.
Submit to:	Mr. Jeffrey Phelps Director of Finance Division of Finance, Campus Planning and Research Texas Higher Education Coordinating Committee P.O. Box 12788 Austin, TX 78711-2788 -or- 1200 E. Anderson Lane Austin, TX 78752 Proposals must also be submitted electronically to: jeffrey.phelps@theccb.state.tx.us
Deadline	Applications must be postmarked (or dated for overnight delivery) by 10/15/2003, or delivered to the Commission's office by 5:00 p.m., 10/15/2003. Applications must also be received electronically by 5:00 p.m., 10/15/2003.

Funding Restrictions

State Appropriation Restriction. Generally, the Committee will not recommend an award to an institution that proposes merely to substitute funds available under this proposal to support an existing program. This restriction may not apply if the institution proposes to *expand* the existing project for a project that currently receives state appropriations. The Committee shall make the final determination of a proposed project's eligibility for funding.

Other Sources of Funding. Institutions shall report other sources of funding for the proposed project on Form 1, Section 8a, 8b, and 8c. Institutions that report a significant commitment of matching funding for the project will receive points in the peer review process. Indirect/overhead costs may **not** be included in any amount reported.

Budget Restrictions

Institutions may include all reasonable costs in the proposed project budget, with the following exceptions. The *following types of costs shall not be included* in the proposed budget or charged to the grant award without prior approval from the Committee:

- Purchase of equipment for an eligible or its partner in an amount that exceeds 15 percent of the total project budget.
- Construction or remodeling of facilities.
- Domestic travel not specifically identified in the grant application. No foreign travel.
- Indirect/overhead costs.
- Salaries and fringe benefits for positions other than those specifically identified in the grant. Costs for staffing must reflect research or instructional salaries of the eligible institution appropriate to the tasks that will be performed, and the length and time spent on the project. Salaries and benefits may not be drawn at a higher pay rate than that normally received by the individual (or a similar position).

Other Grant Restrictions/Conditions

The Committee and the grantee institution shall agree to the following restrictions and conditions.

The Committee:

- May visit the grantee institution to review project accomplishments and financial records.
- May suspend or terminate the grant if the institution fails to comply with the terms of the contract or if the project director(s) leaves the institution without a suitable replacement approved by the Committee.
- Shall not be held liable in the event of damages to persons or property which may occur in the course of activities conducted as a result of the grant.

The grantee institution shall:

- Demonstrate how the proposal represents a collaborative effort between an institution of higher education and a K-12 partner(s), or other partner(s) that serve the K-12 population outside of schools. K-12 partners may include, but not be limited to, school district(s), individual schools/teachers, regional education service center(s), public or private entities.
- Ensure that the focus of the project is on improving geography education within the K-12 environment.
- Demonstrate the project's relationship to the Texas Essential Knowledge and Skills.
- Ensure that the project's participants have the appropriate qualification to successfully complete the project.
- Ensure that all personnel associated with the grant abide by all state and federal regulations for educational projects. *Institutions should review proposed projects with legal counsel before submitting applications.*
- Ensure that all personnel associated with the grant abide by the institution's intellectual property policy.
- Ensure that no person is excluded from participation in, denied benefits of, or otherwise subjected to discrimination under the grant on the grounds of race, color, national origin, religious affiliation, disability or gender.
- Have a financial management system that provides appropriate review and approval of expenditures of grant funds and monitoring of project performance. The institution shall have its financial records and other materials pertinent to the grant available for review and audit by the Committee, the State Auditor and other auditors for a period of three years following the end of the grant period.
- Notify the Committee of any potential conflicts of interest that arise prior to or during the grant period.
- Notify the Committee if a project director leaves the grantee institution or otherwise relinquishes active direction of the project.
- Expend funds in accordance with **Budget Restrictions**, page 4. Subcontractors shall abide by the same restrictions. Grantee understands that acceptance of state funds under this grant acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to audit or investigate the expenditure of state funds under this grant. Grantee further agrees to cooperate fully with the State Auditor's Office or its successor, including providing all records requested. Grantee will ensure that this clause concerning the authority to audit state funds received indirectly by subcontractors through Grantee and the requirement to cooperate is included in any subcontract it awards.

- Request Committee approval of fund transfers across Budget Categories A, B, C and D that, cumulatively, exceed 15 percent of the total award during the grant period.
- Submit at two (2) reports to the Committee, as specified by the Committee, on how the funds were spent and the objectives accomplished. An interim report shall be due no later than four (4) months after the receipt of funds, and the final report is due no later than January 31, 2004.
- Return unexpended funds to the Committee within 60 days of the expiration of the grant.

Partnerships

An eligible institution must propose a compensated or uncompensated partnership with one or more K-12 institutions located in Texas, or one or more teachers or institutions that are affiliated with Texas K-12 institutions, to conduct the project. To document the partnership, the eligible institution(s) or teacher(s) is/are required to be included with the application:

- (1) A **letter from the partner(s)** in which the partner(s) outlines the services to be performed.
- (2) A **separate budget** for any single partner that would receive as compensation for services 25 percent or more of the total amount.
- (3) A **description of the role of the partner(s) on Form 3: Project Description.**

Applications will be evaluated on the quality of this documentation.

Instructions For Completing the Application Forms

Content for the application forms is explained below in the order in which the forms should be submitted in the application. *Applications that exceed the maximum page lengths may not be considered for funding.* (Shaded areas on the forms are for Committee use only).

The Texas Fund for Geography Education Awards are a “blind” competition. Information provided on Forms 2 and 3 should not identify the institution (or institutional personnel) that has submitted the application.

<u>Form</u>	<u>General Description / Specific Instructions</u>	<u>Maximum Length</u>
1	Cover Page. Complete all sections of the form. Line 1 and 2. Leave blank. Line 5. Include the name of the partner(s) in the space provided and attach a letter from the partner(s) as appendix materials. Line 7. Summarize the grant proposal by identifying in narrative form: (1) the specific goals and objectives of the project. (2) the methods for carrying it out and evaluating its success. (3) the expected outcomes. Lines 8a, 8b, and 8c. Specify the amount of matching funds. Line 10. Specify the dollar amount of proposed expenditures for capital equipment. Line 12, 13, and 14. The form must be signed by the project director(s) and the institution 's representative for sponsored projects.	1 page
<u>Form</u>	<u>General Description / Specific Instructions</u>	<u>Maximum Length</u>
2	Budget. Review Budget Restrictions before completing this form. Line D.2. Include a separate budget in the appendix for any subcontracted work that exceeds 25 percent of the total budget. Line E. The total should equal the amount on Form 1, Line 11. Line F. The total should equal the amount on Form 1, Line 10. Line G. The total should equal the amount on Form 1, Line 8 “Total”. The amount should not include indirect costs. The sum of the subtotals on Lines A, B, C, and D equals the amount shown on Line E. The form must be signed by the project director(s) and the institution 's representative for sponsored projects.	1 page

The Project Description (Form 3) should answer the following questions *if applicable* to the project: (cont.)

3 pages

Why is the project important and why is it needed?

Describe the objectives of the project.

Explain how this project will support geography education within the state and improve geography literacy in the K-12 environment.

Estimate the number of people that will be served or affected by the project.

What is the partner's role in the project?

Describe the institution(s) or organization(s) (without specifically identifying it or its locations), its current mission, services and activities, and its role in the project.

How will the project be conducted?

Describe the services/products that will be provided and include a *timeline* for accomplishing the project.

Include information about methods and techniques as needed.

What institutional and other outside support is available for the project?

Describe the eligible institution's commitment and the resources available (e.g., facilities, equipment) to the project.

(Do not consider indirect costs as institutional commitment.)

What are the major costs of the project?

Justify all major budget elements represented in amounts shown on Form 2, Lines A, B, C, and D.

List individually all *key* personnel (by position, not name) and the requested salary amounts or rate of pay to be funded during the grant period.

Briefly describe the qualifications of all *key* personnel (by position, not name).

List all capital equipment (as defined by the institution) that will be purchased and include with each item the expected purchase date and price. (Capital purchases must be made not later than four (4) months prior to the end of the grant period.)

What will be the impact/outcome of the project, and how will you evaluate the results?

Outcomes should address how the project supports geography education within the state and how it improves geography literacy in the K-12 environment/population. Results should be measurable.

Appendices.

Include documentation for partnerships and other information as needed.

2 pages

Evaluation of Proposals

General Selection Criteria

The Coordinating Committee will award grant funding based on a competitive process, designed to provide the best overall value to the state. Selection criteria shall be based primarily on *project quality* as determined by peer reviewers, the *impact* the project will have on improving geography education within the K-12 environment, and the *cost* of the proposed project.

Three-Step Grant Award Process

1. Committee Review. The Committee is made up of qualified individuals who will evaluate the quality of the applications. Reviewers shall not evaluate any applications for which they have a conflict of interest. Peer reviewers will evaluate applications and assign scores based on award criteria. All evaluations and scores of the Committee review panel are final and will be based solely on the information provided in the written application. The Committee reviewers will evaluate each application based on the established criteria. Generally, the criteria are:

<u>Peer Review Award Criteria</u>	<u>Points</u>
Significance of project.	30
Resources to perform project.	15
Project design.	30
Cost sharing.	5
Cost effectiveness.	25
Evaluation and expected outcomes.	25

2. Committee's Funding Recommendations. Funding recommendations to the National Geographic Society will consist of the most highly ranked and recommended applications up to the limit of available funds. In making funding recommendations, the Committee also may consider state and regional needs and priorities.

Individual funding recommendations will be based on the written information provided on the application. If available funds are insufficient to fully fund a proposal after the higher-ranking and recommended applications have been fully funded, the Committee will negotiate with the applicant to determine if a lesser amount would be acceptable. If the applicant does not agree to the lesser amount, the staff will negotiate with the next applicant on the ranked list. The process will be continued until all grant funds are awarded. The Committee anticipates announcing grant awards by mid-November, 2003.

3. Grant Contract and Payments. The grantee institution shall sign a contract with the Committee, agreeing to the grant restrictions and conditions on page 5 of this packet, and any other requirements of the Committee and the State of Texas.

§ 61.944. Geography Education Advisory Committee

(a) The board shall appoint an advisory committee consisting of seven persons who have expertise and an interest in geography education to assist the National Geographic Society in awarding grants from the fund under this subchapter.

(b) The advisory committee on behalf of the National Geographic Society shall solicit proposals from institutions of higher education and private or independent institutions of higher education as defined by Section 61.003(15) for use of proceeds from the fund and shall recommend to the society those that best promote the purposes of this subchapter.

(c) The advisory committee is subject to Chapter 2110, Government Code.

Added by Acts 2001, 77th Leg., ch. 901, § 1, eff. June 14, 2001.

§ 61.945. Reporting

Not later than December 1 of each even-numbered year the board shall report to the governor and the legislature:

(1) the value of the fund and the membership of the advisory committee as of September 1 of that year;

(2) a summary of each project supported by a grant from the fund during the preceding state fiscal biennium; and

(3) other information the board considers appropriate.

Added by Acts 2001, 77th Leg., ch. 901, § 1, eff. June 14, 2001.

Texas Administrative Code

TITLE 19	EDUCATION
PART 1	TEXAS HIGHER EDUCATION COORDINATING BOARD
CHAPTER 13	FINANCIAL PLANNING
SUBCHAPTER J	TEXAS FUND FOR GEOGRAPHY EDUCATION

RULE §13.180 Authority, Scope, and Purpose

(a) Authority. Authority for this subchapter is provided in the Texas Education Code, Subchapter X, Texas Fund for Geography Education. These rules establish procedures to administer the fund as prescribed in the Texas Education Code, §§61.942 through 61.945.

(b) Scope. Unless otherwise noted, this subchapter applies to the National Geographic Society, the Texas Higher Education Board, and any institution seeking funding from the Texas Fund for Geography Education.

(c) Purpose. This subchapter establishes guidelines for the creation and implementation of the Texas Fund for Geography Education, which will support projects to improve the quality of geography education in both public and higher education in Texas and promote a better understanding of Texas by all its residents.

RULE §13.181 Definitions

The following words and terms, when used in these sections, shall have the following meanings unless the context clearly indicates otherwise.

(1) Agreement--The agreement between the National Geographic Society and the Coordinating Board to create and administer the Texas Fund for Geography Education.

(2) Board--The Texas Higher Education Coordinating Board.

(3) Commissioner--The Commissioner of Higher Education.

(4) Committee--The advisory committee appointed by the Commissioner to solicit and recommend grant proposals.

(5) Fund--The Texas Fund for Geography Education, which consists of funds contributed by the Board, the Society, and donors and income to the fund.

(6) Society--The National Geographic Society of Washington, D.C.

RULE §13.182 Agreement with National Geographic Society

(a) The Board shall enter into an agreement with the Society to create and to manage the fund, subject to the following conditions:

(b) The Board shall deposit money into the fund only in an amount equal to the matching funds deposited by the Society;

(c) The Society shall provide to the advisory committee an annual report describing the fund's investments; and

(d) The Board and the Society shall each retain the right to dissolve the agreement if the purposes herein are not being accomplished.

(e) The Board may transfer to the Society any amount appropriated by the Texas Legislature to the Board for that purpose.

(f) The Board or the Society may accept donations from private individuals or corporations who wish to contribute to the fund.

RULE §13.183 Dissolution of the Fund

If the Board or the Society dissolves the fund, the fund balance shall be distributed in the following manner:

- (1) one-half to the general revenue fund of the State of Texas;
- (2) remainder to donors to the fund, in the amount the donor deposited; and
- (3) any further remainder to the Society.

RULE §13.184 Advisory Committee

The Commissioner shall appoint an advisory committee of seven (7) persons who have expertise and interest in geography education. The committee shall include at least one member representing the interests and needs of K-12 education and at least one representative of the Texas Geographic Alliance. The committee shall solicit grant proposals, consider those proposals, and make recommendations to the Society.

RULE §13.185 Procedures for Solicitation and Recommendation of Grant Proposals

The Committee shall, in cooperation with the Society, establish standards and procedures for soliciting grant proposals, the grant application process, consideration of proposals, committee recommendations to the Society, and awarding of grants.

Texas Fund for Geography Education Grant Program Cover Page

1. Agency #	2. Project #	3. Institution	4. Type of Institution <input type="checkbox"/> Public, General Academic Institution <input type="checkbox"/> Independent, General Academic Institution
5. List K-12 partner(s):		6. Project Title (maximum of 75 characters)	
7. Abstract (should be suitable for public release)			
8. Proposed Matching Funding a. Institution \$.00 b. Partner \$.00 c. Other \$.00 Total \$.00		9. Period of Support <input type="checkbox"/> 1/1/ 2004 – 12/31/2004 <input type="checkbox"/> Other (specify) 10. Amount requested for Capital Expenditures \$ 11. Total amount requested \$	
12. Project Director ' s Name Phone FAX E-Mail Address Mailing Address <u>Signature</u>		13. Co-Project Director ' s Name Phone FAX E-Mail Address Mailing Address <u>Signature</u>	
14. Authorized Institutional Representative ' s Name and Title Phone FAX E-Mail Address I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I further certify that if program funds are awarded, this organization accepts the obligation to comply with terms and conditions set by the Texas Higher Education Coordinating Board and the National Geographic Society. <u>Signature</u> <u>Date</u>			

**Texas Fund for Geography Education Grant Program
Budget**

1. Project #	2. Project Title	3. Type of Institution <input type="checkbox"/> Public General Academic Institution <input type="checkbox"/> Independent General Academic Institution
A. Personnel (show number of people in brackets) (Provide detail on Form 3)		TOTAL Salary & Wages Dedicated to the Project
1. () Project Director/Co-Project Director		
2. () Project Associates (faculty and non-faculty professionals)		
3. () Other Professionals (technician, programmer, etc.)		
4. () Other		
Sub-Total Salaries and Wages		
Fringe Benefits (%)		
Total - Salaries, Wages and Fringe Benefits		
B. Capital Equipment (List capital equipment on Form 3)		
Total - Capital Equipment		
C. Travel (Domestic only)		
Total - Travel		
D. Other Direct Costs		
1. Materials, Supplies, and Non-Capital Equipment		
2. Contractual (All consultants, other subcontracts. See Budget , page 7)		
3. Participant Costs (Tuition, fees, books, travel, etc.)		
4. Other (Specify on Form 3)		
Total - Other Direct Costs		
E. TOTAL DIRECT COSTS For Period of Support (Total should equal total on Form 1, #11)		
F. Institution's Cost Sharing / Matching Funds For Period of Support (optional) \$ _____		
Project Director's Name, Signature, and Date <div style="display: flex; justify-content: space-between;"> <div><u>Signature</u></div> <div><u>Date</u></div> </div>		

**Texas Fund for Geography Education Grant Program
Project Description**

1. Project #	2. Project Title	3. Type of Institution <input type="checkbox"/> Public General Academic Institution <input type="checkbox"/> Independent General Academic Institution
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(Page 1 Template: Begin here. Include description and associated dollars for Capital Equipment)